

**Pinewood School Academy Trust  
Freedom of Information Policy**

<b>Approved by</b>	Ed Uncle	<b>Date of Last Review</b>	Mar 21
<b>Frequency of Review</b>	3 Years	<b>Next Review</b>	Mar 24

### What does this Policy cover?

Under the Freedom of Information Act, 2000.

### Why should you read this policy?

Intended Audience: Staff, Governors, Parents/Carers, Community, Pupils

Key aims of this policy:

Under the Freedom of Information Act, 2000. As a public authority, Pinewood School Academy Trust must:

- Proactively publish certain information.
- Respond to requests for information.

These two areas are addressed below.

### Published Information

We have adopted the Information Commissioner's Office (ICO) model publication scheme for proactively publishing information. Details of what we publish under each area, and where to find it are as follows:

#### Who we are and what we do

This information is published on our website

#### Instrument of Government / Articles of Association

Our articles of association are published on our website

#### School prospectus and curriculum

An outline of the school curriculum is published on our website

## **Governing Body**

The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school are published on our website

## **School session times and term dates**

Details of school session times and dates of school terms and holidays are published on our website

## **Location and contact information**

The address, telephone number and email address for the school together with the names of key personnel are published on our website.

## **What we spend and how we spend it**

Financial Statements for the current and previous year are available on our website.

## **Annual budget plan and financial statements**

Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns are available in the Financial Statements on our website.

Details of items of expenditure over £5000, including costs, supplier and transaction information are available annually from the School Business Manager.

## **Capital funding**

Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects are available from the School Business Manager.

## **Financial audit reports**

Financial audit reports are available from the School Business Manager.

## **Procurement and contracts**

Details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process are available from the School Business Manager.

## **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay are published on our website.

### **Staff allowances and expenses**

Details of the allowances and expenses that can be incurred or claimed and the total of the allowances and expenses paid to individual senior staff members by reference to categories is available in our Financial Statements and Expenses Policy and from the School Business Manager.

### **Staff pay and grading structures**

The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range. This information is available from the School Business Manager.

### **Governors' allowances**

Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors is available from the School Business Manager.

### **What our priorities are and how we are doing**

Information on our School performance is available on our website, a copy of the school development plan is available from the School Business Manager.

### **Performance data supplied to the government**

#### **Latest Ofsted report**

A link to our latest Ofsted results is published on our website.

#### **Performance management information**

Performance management information is included in our Teachers Pay Policy and Support Staff Appraisal Policy, available on our website and from the School Business Manager.

#### **The school's future plans**

Details of any major proposals for the future of the school involving, for example, consultation on a change in school status will be published on the school website at the time.

#### **Safeguarding and child protection**

The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State are published on our website.

### **How we make decisions**

Decision-making processes and records of decisions.

### **Admissions policy / decisions**

The school's admission arrangements and procedures, together with information about the right of appeal are published on our website.

### **Minutes of meetings of the governing body and its committees**

Minutes, agendas and papers considered at such meetings are available from the School Business Manager.

### **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities are published on our website with some further policies available from the School Business Manager.

### **Responding to requests for information**

Anyone has a right to request information from a public authority.

When responding to requests we will tell the applicant whether we hold any information falling within the scope of their request and provide that information within 20 working days.

For a request to be valid under the Freedom of Information Act it must be in writing. Please direct your request to the School Business Manager at the following address: -

The School Business Manager  
Pinewood School Academy Trust  
Hoe Lane  
Ware  
Hertfordshire  
SG12 9PN

Or via email to:

[admin@pinewood.herts.sch.uk](mailto:admin@pinewood.herts.sch.uk)

When considering a Freedom of Information Request, we will do so following the guidance of the Information Commissioner's' Officer (ICO) as can be found here:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

We reserve the right to levy a charge or refuse to fulfill some or all of the information request in accordance with the advice given by the ICO via the link above.